



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER WEAPONS DIVISION
1 ADMINISTRATION CIRCLE 575 I AVENUE SUITE 1
CHINA LAKE, CA 93555-6100 POINT MUGU, CA 93042-5049

IN REPLY REFER TO:

**NAVAL AIR WARFARE CENTER WEAPONS DIVISION
EEO POLICY STATEMENT**

In October 2003, the Equal Employment Opportunity Commission issued Management Directive (MD) 715 that defined the standards by which they will review the sufficiency of each agency's Title VII and Rehabilitation Act Programs. MD-715 identified the essential elements of a Model Agency Title VII and Rehabilitation Program (Model EEO Program) as:

- Demonstrated commitment from agency leadership;
- Integration of EEO into the agency's strategic mission;
- Management and program accountability;
- Proactive prevention of unlawful discrimination;
- Efficiency; and
- Responsiveness and legal compliance

I am personally committed to implementing every one of these essential elements for a Model EEO Program into the NAWCWD culture and expect all employees to follow suit. The success of our EEO Program is ultimately the responsibility of each employee at this activity.

Equality of access, opportunity and competition in all our personnel/employment programs, management practices and decisions including, but not limited to, recruitment, hiring, employee development, promotions and awards for all employees regardless of their race, religion, color, sex, national origin, age or disability is the responsibility of every supervisor and manager. By integrating equal employment opportunity principles in all our employment related decisions we send a clear message to all our employees that they are valued members of the NAVAIR Team.

Incorporating equal employment principles into our daily work lives is not an option, but a requirement and responsibility of all employees. The identification and elimination of any barriers to equality of opportunity is a proactive stance that we cannot afford to overlook as we execute our work assignments in an environment of declining resources.

A Model EEO Program includes a work environment where any type of harassment is not tolerated. It is my policy that all allegations of harassment will be promptly investigated, and where substantiated, appropriate action taken. Harassment is defined as any unwelcome verbal or physical conduct based on race, color, religion, sex (with or without sexual conduct), national origin, age, disability, or protected activity that is objectively offensive as to alter the conditions of employment.

Employees who observe or are made aware of possible harassment have an obligation to immediately report it to their supervisor before the harassment becomes severe or pervasive.

Any manager who becomes aware of possible harassment is responsible for taking immediate, appropriate corrective action to include ensuring the harassment ceases and does not reoccur. If any employee believes they have been harassed in violation of this policy, they should contact their appropriate level of supervision to initiate a management inquiry. In the alternative, an EEO Counselor may be contacted to initiate an informal EEO complaint. Individuals must contact the EEO Counselor within 45 calendar days of the alleged incident of harassment. The EEO Counselor at the China Lake site may be reached at 939-0200 and the Point Mugu site Counselor may be reached at 989-3224.

It is NAWCWD policy that all employees are entitled to exercise their rights under the civil rights statutes without fear of reprisal. Reprisal against anyone who engages in protected activity is not acceptable and will not be tolerated.

A handwritten signature in black ink, appearing to read 'Mark Skinner', with a long horizontal line extending to the right.

Rear Admiral Mark Skinner
Commander
Naval Air Warfare Center Weapons Division

Date: 6 Jan 2005